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### TITLE: COFL-GTL-EP-4.3.3-1 Objectives, Targets, and Programs Procedure

<b>Person responsible:</b>	Regional Wastewater Facility Manager	
<b>Area of application:</b>	George T. Lohmeyer Regional Wastewater Plant (GTL)	
<b>Document location:</b>	www.fortlauderdale.gov/ESMS	
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<b>Revisions</b>		
<b>Rev. No.</b>	<b>Date</b>	<b>Description</b>
001	7/20/16	Minor text edits
002		
<b>Recurring action items</b>		
<b>Activity</b>	<b>Responsibility</b>	<b>Frequency</b>
1. Develop and document objectives and targets, taking into account the significant environmental aspects.	Regional Wastewater Facility Manager/GTL Team	Annually
2. Modify / amend the objectives, targets and programs.	Regional Wastewater Facility Manager/GTL Team	Annually
3. Monitor progress of objectives, targets and programs.	Regional Wastewater Facility Manager/GTL Team	Quarterly

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### 1.0 Purpose

- 1.1 The purpose of this procedure is to establish practices related to the identification, establishment, implementation and maintenance of objectives and targets associated with GTL.
- 1.2 This procedure also establishes practices related to the development and maintenance of environmental efforts and programs used to manage and ensure progress toward the objectives and targets.

### 2.0 Scope

- 2.1 This procedure is responsive to element 4.3.3 Objectives and Targets of the ISO 14001:2004 standard and covers operations at GTL.
- 2.2 The scope of establishing the environmental efforts and programs relate to managing those activities, products and services that are under the control or influence of GTL and can impact the ability to achieve the environmental objectives and targets.
- 2.3 The environmental efforts and programs contain the identification and allocation of resources and responsibilities at each relevant function and level to provide the structure and framework for achieving the objectives and targets of GTL.

### 3.0 Responsibility

- 3.1 Objectives, targets and programs will be reviewed and endorsed at the Management Review. The Management Review meeting will be documented and attendance recorded (i.e. agendas, sign in sheets, meeting minutes).
- 3.2 ESMS Coordinator will schedule a meeting with the GTL Team for initial development and for quarterly review of objectives, targets and programs, or more frequently if physical or operational changes are made at GTL. The ESMS Coordinator will also be responsible for the following:
  - 3.2.1 Ensure that minutes of meetings are maintained and distributed to the GTL Team;
  - 3.2.2 Ensure that current copies of the objectives, targets and programs are maintained in the City's website [www.fortlauderdale.gov/ESMS](http://www.fortlauderdale.gov/ESMS);
  - 3.2.3 Ensure that minutes of meetings are maintained and distributed to the GTL Team;
- 3.3 Regional Wastewater Facility Manager and the GTL Team are responsible for initial



development and for quarterly review of objectives, targets and programs to reflect changes to GTL operations. The GTL Team will reassess the programs on a quarterly basis, make any necessary modifications to existing environmental efforts and programs, develop new programs or discontinue existing programs. Particular attention should be focused on changes to GTL operations that affect significant environmental aspects. This may be conducted concurrently with the aspect evaluation. This review will be documented and attendance recorded (i.e. agendas, sign in sheets, and meeting minutes). These documented discussions will provide evidence of the decision making process for establishing, implementing and maintaining objectives, targets and programs.

## 4.0 Definitions

- 4.1 Refer to **EP-4.4.4-2 ESMS Related Definitions Procedure**

## 5.0 Process

### 5.1 Developing objectives and targets:

- 5.1.1 Environmental objectives and targets shall be developed and documented at relevant functions and levels within GTL.  
They will be documented on **COFL-GTL-EP-4.3.3-2 Objectives, Targets & Programs Action Plans**.
- 5.1.2 Objectives and targets will be consistent with the environmental policy. Objectives will address the commitment to the prevention of pollution.
- 5.1.3 When establishing the objectives and targets for GTL, the Regional Wastewater Facility Manager and the GTL Team will take into account the:
  - 5.1.3.1 Legal and other requirements, as documented in **COFL-GTL-EP-4.3.2-1 Legal & Other Requirements procedure**.
  - 5.1.3.2 Significant environmental aspects, as documented in **COFL-GTL-EP-4.3.1-1 Environmental Aspects procedure**.
- 5.1.4 When establishing the objectives and targets, the Regional Wastewater Facility Manager and the GTL Team will also consider:
  - 5.1.4.1 Technological options,
  - 5.1.4.2 Financial, operational and business requirements,
  - 5.1.4.3 Views of interested parties,
  - 5.1.4.4 Environmental Policy,
  - 5.1.4.5 Commitment to continual improvement.
- 5.1.5 *Objectives* will represent environmental goals and will have an associated quantifiable target that GTL can reasonably be expected to meet.



5.1.6 *Targets* will provide quantifiable milestones for measuring the GTL performance against set objectives.

## 5.2 Developing environmental efforts and programs:

5.2.1 Environmental programs shall be established that list the specific tasks or means by which to achieve the desired objective and target.

5.2.2 For each objective and target, one or more tasks will provide a step-by-step description of how the objective and target will be achieved.

5.2.3 Environmental programs will be completed and documented in a logical sequence, with objectives, targets and tasks building upon each other to reach the identified objectives and targets. The objectives, targets and environmental programs will be documented on the same form as listed in 5.1.1 above.

5.2.4 Environmental programs will designate the responsible position or authority for each task listed. Relevant functions and levels of the organization necessary to complete tasks will be addressed.

5.2.5 Environmental programs will include the time frame for completion of each task.

5.2.6 Environmental programs will be developed and maintained by the Regional Wastewater Facility Manager and the GTL Team. The Regional Wastewater Facility Manager and the GTL Team should use its judgment in developing the tasks so they are practical and realistically obtainable for GTL.

## 5.3 Implementing and maintaining the COFL-GTL-EP-4.3.3-2 Objectives, Targets & Programs Action Plans

5.3.1 The *Start Date* and *Date Fully Completed* will define the overall objective, target and program. The *Date Fully Completed* will indicate that items are complete and the action plan is closed.  
The *Date of issue* and *Effective until date* will document the periodic updates or quarterly reviews of the objectives, targets and programs and demonstrates that the items are on-going.

5.3.2 The **COFL-GTL-EP-4.4.5-1 Control of Documents procedure** should be reviewed for additional guidelines relating to establishing, documenting and revising the objectives, targets and programs.

5.3.3 As a means of ensuring that GTL is progressing towards satisfying its objectives, targets and programs; and that they are current and reflective of the nature and scale of their operations, the Regional Wastewater Facility Manager and the GTL Team will review each objective, target and program quarterly. An *unscheduled* review may be required prior to a *scheduled* review due to changes in processes, operations or the considerations listed in 5.1 above.

5.3.4 A review of the **COFL-GTL-EP-4.3.3-2 Objectives, Targets & Programs Action Plans** will include an evaluation toward the progress for achieving the tasks detailed in the **6.0 Programs Plan** section. Progress will be documented in section



6.0 and 7.0 in accordance to the **COFL-GTL-EP-4.5.1-1 Monitoring & Measurement procedure**. If there is a failure to meet the **COFL-GTL-EP-4.3.3-2 Objectives, Targets & Programs Action Plans**, the Regional Wastewater Facility Manager will evaluate and document the root cause of the nonconformance and take the required action to keep the program on track. The root cause and actions taken will be tracked and carried out in accordance to the **COFL-GTL-EP-4.5.3-1 Nonconformity, Corrective & Preventive Action procedure**.

- 5.3.5 Upon completion of a review, the **COFL-GTL-EP-4.3.3-2 Objectives, Targets & Programs Action Plans** documents will be saved as a record. The saved documents will include a record of the review and a record of the **COFL-GTL-EP-4.3.3-2 Objectives, Targets & Programs Action Plans** in its current state. The record retention time is prescribed by the associated legal or non-regulatory requirements and should be listed in the **COFL-GTL-EP-4.5.4-1 Control of Records procedure**. If no record retention time is associated with the **COFL-GTL-EP-4.3.3-2 Objectives, Targets & Programs Action Plans** and the review, the record will be retained for at least 5 years.

## 6.0 References / Related Documents

- 6.1 COFL-GTL-EP-4.3.1-1 Environmental Aspects procedure
- 6.2 COFL-GTL-EP-4.3.2-1 Legal & Other Requirements procedure
- 6.3 COFL-GTL-EP-4.3.3-2 Objectives, Targets & Programs Action Plans ...
- 6.4 COFL-GTL-EP-4.4.5-1 Control of Documents procedure
- 6.5 COFL-GTL-EP-4.4.4-2 Related Definitions procedure
- 6.6 COFL-GTL-EP-4.5.4-1 Control of Records procedure
- 6.7 COFL-GTL-EP-4.5.1-1 Monitoring & Measurement procedure
- 6.8 COFL-GTL-EP-4.5.3-1 Nonconformity, Corrective & Preventive Action procedure
- 6.9 COFL-GTL-EP-4.6-1 Management Review procedure
- 6.10 COFL-GTL- ED-4.3.3-3 Objective, Targets and Programs Procedure Annual Review Maintenance